



# HANDBOOK

## **HISTORY**

In the summer of 1977, a group of young mothers of Faith Church were given a challenge to create a preschool. Many afternoons were spent visiting existing schools to collect ideas of how we wanted the school to be structured. Then, we went through piles and piles of rules and regulations the state required for licensing. That fall, our major goal was to devise the basis of our school. Since all of the mothers were former teachers, our desire was to provide a quality preschool program, which would stimulate the child and allow a creative preschool learning experience. Many long hours were put into this. After getting clearance from the church to begin, and after receiving the state license, our next major step was to advertise. The children of the church passed out flyers from door to door, and through the grace of God, we were able to register enough children to start one morning class for the 4's, and one morning class for the 3's. Through the next few years, the school added classes, equipment, and materials. We look back today and can be quite proud of what started off as a challenge: we now have a quality program for the "Whole" child.

## **PURPOSE**

Faith Preschool is a program for the "Whole Child." Our responsibility is to provide a service to the community for the highest type of early education through:

- A well organized program to meet the physical, emotional, social, and intellectual needs.
- A loving Christian atmosphere.
- Fully utilizing the physical facilities of Faith Church, for the benefit of the community.
- Group experiences outside the home.
- Loving encouragement and guidance of children toward independence, responsibility, and social consciousness.
- A positive approach to learning.

## GENERAL GOALS

1. To create a Christian atmosphere so children may become aware of God's love as revealed in Jesus Christ, in nature, and in people.
2. To accept peers as persons with their own worth, regardless of real or imagined differences.
3. To help children accept mature authority and loving interest outside the home.
4. To work and play well with other children, in-group settings.
5. To create an atmosphere in which a child may develop self-confidence and independence.
6. To make choices, think, and problem solve, for one's self, and live with those choices.
7. To learn what it means to be an American.
8. To speak and express self clearly.
9. To develop an appreciation of literature, and the arts (music, drama, poetry, art, and more).
10. Provide an atmosphere of co-operation in which parent, teacher and child can learn together.

## SPECIFIC GOALS

1. **Develop Gross Motor Skills-** Young children need opportunities to develop their bodies and coordination by running, jumping, climbing, lifting, pushing, and pulling. Physiological readiness precedes other learning.
2. **Develop Fine Motor Skills-** Small muscle, hand-eye coordination. Young children need opportunities to practice with things to put in, take out, match, fit, connect, and disconnect. The environment provides the developmental materials- (manipulatives, puzzles, pegs, play-doh, beads, etc.)
3. **Develop Language Arts-** Children learn vocabulary and the rhythm of speech through listening to their own peers and other languages as they are spoken and sung in many forms. Classroom libraries, storytelling, self expression (puppets, telephones), games, alphabet letter, calendar, recognition (name, address, phone number,) expression through show and tell are only a few of the means of communication which are vital to both personal and academic success.
4. **Develop Social Skills-** Dramatic play helps a child progress from solitary role-playing, to sharing and understanding rules and problem-solving. Through social activities, the children begin to feel secure in himself, family, and community.
5. **Develop Creative Expression-** Experimentation, discovery, the experience itself, is the value of arts at an early age. They learn about basic colors, and shapes, through painting, coloring, cutting, gluing, play-doh, and sand/water play. Children will learn creativity by having hands-on experiences.
6. **Develop Math & Science Concepts-** The more young children know and understand about their world, the more independent and confident they will become. Children will investigate their environment and interests. Learning about seasons, weather, measurements, animals, plants, our five senses, and health and nutrition are only some of the concepts we teach.

## ORGANIZATION

**NAME:** FAITH PRESCHOOL

**SPONSORSHIP:** Of the Faith Presbyterian Church, as a non-profit, non-sectarian, interracial and non-political institution, Faith Preschool is open to anyone in the community. There is no attempt to promote Presbyterian doctrine and our doors are open to everyone. However, the school is Christian in atmosphere. The Board of Directors is responsible to the session of the church to maintain a Christian atmosphere. We do follow the teachings of Jesus Christ.

**BOARD OF DIRECTORS:** Policies are handled and directed at a monthly Board of Directors meeting of Faith Preschool. The Board consists of: Chairman, three members at large, 2 parent representatives, the Administrator of the Preschool as ex-officio member. All parents and teachers are welcome to all board meetings. The time of our Board meetings will be posted on the Bloomz app.

**LICENSE:** Faith Preschool is licensed by the Dept. of Job & Family Services (ODJFS), which is posted in the preschool office and reflects the number of children licensed to serve. The law and rules governing child day care are available at the school for review upon request. A toll-free number (1-877-302-2347, option 4) is listed on the center's license and may be used to report a suspected violation for the licensing law or administrative rules. The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services.

## OPPORTUNITIES FOR FAMILIES

We like to have our families involved with our school. Below are a few opportunities for volunteering.

1. **Representative on the School Board-** Responsible for attending a monthly meeting to discuss various aspects of procedures, goals, planning fundraisers, etc. of the Preschool.
2. **Fund Raising-** The Preschool holds fund raising projects during the school year. The intent of these events is to provide new equipment or teacher education as needed to improve our facilities.
3. **Class Party Volunteers-** Help organize the classroom parties during the school year. We have a set limit of 1 volunteer for each party. If you're interested, please let your child's teacher know.
4. **Volunteer in the classroom-** Please contact your child's teacher if this is something you'd like to do. If you'd like to volunteer more than 3 times a month, background checks are required. Volunteers are never left alone with the children and are not counted in our child/teacher ratio.

## PRESCHOOL REGISTRATION

Due to limited class size, a priority system of registration will be used:

1. Children currently enrolled in the 3 year old class.
2. Children whose parents are members of Faith Church.
3. Children who were on the previous years' waiting list.
4. Children with an older sibling who attended Faith Preschool in the past.
5. Children from the community.

Any remaining requests will be placed on a waiting list to fill openings as they occur.

### CLASS OPTIONS:

The three-year old class will meet **M/W/F & T/Th mornings from 9:15-11:45 or M/W/F afternoons from 12:30-3:00**. Class size will be limited to 12 children with 1 teacher or 16 children with two teachers. A child must be three years old by the first day of school to enroll in this class.

The four & five-year old Pre-K classes will meet **Monday-Wednesday-Friday mornings from 9:15-11:45 or the afternoon class is 12:30-3:00**. Class size will be limited to 14 children with 1 teacher or 23 children with two teachers.

The Kindergarten Readiness class will meet **Monday-Friday from 9:15-11:45 a.m. or 12:30-3:00 p.m. or you can choose to have your child in this class on T/Th only**. Class size is limited to 14 children with 1 teacher or 23 children with 2 teachers.

NOTE: The school reserves the right to recommend the withdrawal of a child from the preschool program for reason of immaturity. **We request that children are potty trained, before coming to preschool. If your child has accidents frequently, we ask that you send them to school wearing pull-ups until they no longer have accidents.** We also suggest sending in a change of clothes in a ziploc bag, labeled with their first and last name.

Children may also be released from the program for on-going behavior problems. If we feel we cannot give the child the appropriate intervention or the other children are negatively affected and teaching/learning is being limited, the teacher/administrator will make recommendations for behavior evaluations to be done. The teacher and/or administrator will discuss specific behavior problems with the parent/guardian when needed. If we feel a child needs a behavior plan at school, we will discuss this with the parent/guardian so we are working together as a team.

If we feel a child requires special needs services that we cannot provide, we will make recommendations to get an evaluation done by the local school district and/or a doctor. We want what is best for each child and will make the necessary recommendations when needed.

**STAFF RATIOS:** 3 year old children- 12 students per 1 teacher  
4 & 5 year old children 14 students per 1 teacher

**\*We will always have two teachers in the classrooms on a daily basis if there are 12 or more 3 year olds and 14 or more 4 year old students in the class.**

## PRESCHOOL FEES

**REGISTRATION FEE:** **\$50.00 before June 1<sup>st</sup> /\$60.00 after June 1<sup>st</sup>**

This is a non-refundable fee, which must accompany enrollment application. The registration fee covers all art supplies & cleaning supplies for the school year.

### TUITION FEES:

2 Days a week (Tuesday/Thursday) classes:	<b>\$125.00 Monthly</b>
3 Days a week (Mon./Wed./Fri.) Pre-K classes:	<b>\$150.00 Monthly</b>
5 Days a week (Kindergarten Readiness Class):	<b>\$240.00 Monthly</b>

Tuition is based on an annual fee and is kept as modest as will insure a thoroughly professional school, on a non-profit basis. **Monthly tuition is due by the 1<sup>st</sup> of each month.** Because Faith Preschool is non-profit, tuition MUST be paid promptly. A **late fee of \$15.00** will be charged after the 1<sup>st</sup> of every month, unless other arrangements are made with the administrator. **In case of returned checks, you will be charged the fee that the bank charges us (\$10.00), along with the tuition payment.** After Faith Preschool has received one returned check, all payments must be made in cash or by money order. **All payments must be made by the end of each month. If you do not pay by the end of the month, (tuition plus the late fees), your child will not be able to attend preschool until all fees are paid in full.**

\*\*Refunds cannot be made for snow days, or absence.  
During days a child is actually hospitalized, no tuition is due.

**At least 2 weeks' notice must be given before withdrawing a child.**

### FAMILY RATE:

Registration fee:	\$10.00 reduction for second child in same year.
Tuition:	First child full tuition, with a \$10.00 reduction for each additional child, same year.

### TUITION DISCOUNTS:

In keeping with the idea that Faith Preschool should fill a real need within our community, a limited number of tuition discounts are available for families in financial need. The Chairman of the governing Board determines the number and amount of these discounts. Please see the administrator for the application.

## OPEN HOUSE

We will have an open house at the middle of August for families. Our open house gives your child an opportunity to meet his/her teachers and look around the classroom so they feel more comfortable their first day of school. We will email you a letter in July with more information about Open House.

**Open House Night**----A parent or guardian needs to plan to meet with the director or an office assistant for 5-10 minutes in the parlor to check over your child's paperwork. It is important that at least one parent or caregiver attend open house. If you are unable to meet for open house, please contact the school to schedule a time to turn in your child's paperwork so we can make sure everything is completed.

Enrollment paperwork must be turned in at open house or before! The only few exceptions are the yellow Child Medical form, gold Physical Care Plan for special needs/allergies form & the white Administration for Medication form. The medical is due within 30 days of the first day your child starts school. This is a state requirement. If a child does not have a physical done, they cannot attend school. Medication needs to be given to the director by the first day of school, along with the gold Physical Care Plan form and the white Administration Medication form.

A class roster with your child's name, address, phone number, birth date, and parent/guardian information will be checked at open house to make sure we have the correct information.

**CLASSES BEGIN:** The first day of classes begin on Monday, August 23 for the 2021-2022 school year.

### **PRESCHOOL CLOSING DATES:**

Faith Preschool follows the same calendar as Huber Heights City Schools, **except** for WOECA and Huber School Conference days.

**Days we close school:** Labor Day, Thanksgiving and Christmas break, M.L. King Day, Election Days (Faith Presbyterian Church has voting at the church on these days), President's Day, Spring Break & a conference day in March.



## **INCLEMENT WEATHER POLICY:**

- 1. When the Huber Heights City Schools are closed due to bad road conditions or bad weather, Faith Preschool will be closed. We will stay open for school if Huber schools close due to cold weather.** Teachers will send a "Bloomz" message to families about our delay or closed status. We will also have our status on Channel 7 & our Facebook page. (Facebook--Faith Preschool, Huber Heights).
- 2. If the Huber Heights City schools are on a two-hour delay, Faith Preschool will have school at 10:00 and pickup at 11:45 for the morning class & PM Class is from 12:30-3:00.** Of course, parents have the final decision as to how safe it is to travel, even when school is open. **If there are more than 5 school closings due to weather, the preschool will try to add extra days to our school calendar.**
- 3. Tuition is due for snow days and days we are not in session such as all holidays and breaks.** There are no adjustments to tuition for the days that school is not open.

## **LAST DAY OF CLASSES:**

**Classes will run until the last Thursday/Friday before Memorial Day in May.** There may be class picnics at the end of May. These are on a voluntary basis. The staff of Faith Preschool will not be responsible for the children on this day. A parent or guardian must accompany the child to the picnic.

## **WHAT WILL YOUR CHILD BE DOING AT SCHOOL?**

**LEARNING CENTERS-** Children will have an opportunity to choose a variety of activities (free play) every day, including manipulative, dramatic play, blocks, listening center, library, science corner, and cooperative play. This time is also for the creative activity of the day, connected with the day's lesson plan.

**GROUP TIME-** Periods of quiet alternating with periods of activity, pledge of allegiance, weather, calendar, story time, show and tell, games, songs, musical instruments, finger plays, conversations, and other activities for the group together.

**ART -** Challenging gross and fine motor activities, hand-eye coordination with all kinds of painting (easel, finger, water color, feather, string etc.), cutting, gluing, pasting, including collage items. Activities with play-doh, water play, games, and small manipulative play, which includes readiness activities (basic colors, shapes, math skills, matching, and change of seasons).

**OUTDOOR PLAY-** Teachers encourage outside play, weather permitting. A variety of equipment is provided for children to develop their bodies and coordination with climbing, crawling, and sliding. We will not go outside if it is raining, snowing, or too cold. The staff will decide to limit outdoor play due to weather or safety concerns.



**RESTROOM, HANDWASHING & SNACK TIME-** Children can go to the restroom any time during the day. Teachers take all children to the restroom before snack, to make sure all hands are washed.

Snack time gives children an opportunity to talk together as a group, have prayer, practice manners, & clean up. Nutritious snacks are important. We limit sugar and juice. There will also be opportunities for the children to do cooking projects.

Birthdays will be celebrated during snack time. You may ask your child's teacher to sign up for a date to celebrate your child's birthday. On this day, you may provide snack for the class. **Please do not send in any nuts or chocolate foods due to severe allergies at the school.**

**POSTED ON THE BULLETIN BOARD & BLOOMZ-** Teachers will post monthly newsletters and lesson plans so parents may know what stories and activities are taking place in their child's classroom. Newsletters are either sent home with students or sent on Bloomz at the beginning of each month. Snack list are also posted. Please read newsletters for important dates & information.

## SCHOOL POLICIES

### NON-DISCRIMINATORY POLICY:

Faith Preschool **does not** discriminate students of any race, color, national or ethnic origin, sex, religion, or disability in violation of the Americans with Disabilities Act of 1990, in administration of its educational and admissions policies, scholarships, or other school administered programs.

### SAFETY:

The teachers in charge of a child, or group of children, are responsible for their safety. In order to insure the safety of each child in their care, teachers adhere to the following regulations:

1. The teachers are responsible in governing the arrival and departure of the child, and are aware of each child's presence at school at all times. One teacher greets children at the door, while the other teacher greets children in classroom when arriving to school.
2. No child shall be left alone or unsupervised.
3. The staff has access to phones & walkie talkies at all times. The school emergency plan is posted at each phone.
4. Should an accident or injury occur, an incident report is duplicated with a full description of the incident with signatures of the teacher and given to the parents or caregiver on the day of the injury. One copy is kept at school with the parent/caregiver signature/date to confirm they received the notification. This copy is filed in the child's folder.
5. The school has monthly fire and weather alert drills. With a plan posted on each door for action of the alert. The children are moved to the designated safe area posted.
6. Any threat to the safety of the children due to environmental situations and threats of violence will be handled by having a lock down. All doors and windows closed and locked. In the event the administrator or police decide the school is not safe, the staff will take the children across the street to **Saint Matthew Lutheran Church** (5566 Chambersburg Rd.). Our secondary location is the **Huber Heights Library**, (6160 Chambersburg Rd.). All parents will be contacted. **Please read our SAFETY PLAN & Lockdown procedure!**

**Lockdown drills are practiced one time each quarter. Families will be told when we practice the lockdown drill.**

7. In case of loss of power, heat or water, the parents are called.
8. Child Abuse-- Our teachers, by law must immediately notify Montgomery County Children Services if they suspect that a child has been abused or neglected.
9. No spray aerosol will be used when children are in attendance.
10. **Medical Emergency Plan, Safety Plan, Lockdown Procedure is located at the end of the handbook.**
11. The preschool hallway is monitored with a camera for extra safety.
12. Entrance/back doors and classroom doors will be locked at all times. If a door is unlocked, please notify a teacher as soon as possible so we can lock the door.

## **HEALTH POLICIES**

Each child attending the school shall have on file: **verification of a medical exam (yellow)**. The statement shall verify the date of the exam, which must be within the last 12 months, the child's name and birthday, and signature, phone and address of the physician. The medical form must be signed by a physician. Subsequent medical statements are needed every 13 months until the grade of kindergarten.

The completed enrollment forms and the Ohio Department of Job and Family Services Child Enrollment and Health Information forms which include health records, emergency transportation information, and parent/guardian roster permissions for all children attending the center must be in each child's folder by the first day of school. Faith Preschool requires that parents grant permission for transportation for emergency treatment. All records are kept confidential. The administrator or an office assistant will go over all forms that are required during enrollment of a child.

Sometimes it will be necessary to not admit a child because of a health problem. While this is upsetting to the child, it is for their safety, as well as the safety of others. **Please do not send your child to school ill.**

### **CHILDREN WITHOUT IMMUNIZATIONS:**

Any child **without** immunizations **must have a statement from their doctor or a parent statement explaining why they do not have immunizations**. We will permit children to attend preschool without immunizations completed but they **must** have a physical completed and a statement on file.

### **CHILD ENROLLMENT & HEALTH INFORMATION POLICY:**

The Child Enrollment & Health Information form is **required**. **If a parent does not grant consent for transportation to a hospital for emergency treatment, the parent must provide a written statement to the school and clearly state what exactly needs to be done if there is an emergency for your child and emergency transportation is needed. We will provide preschool for your child but we must have the statement in your child's file before they attend school.**

**Parents MUST notify Faith Preschool of any changes of address or phone number, work, cell or home. It is essential that the school be able to contact parents at any time for emergencies.**

## COVID 19 POLICY

COVID-19 is thought to spread mainly from person-to-person:

- Between people who are in close contact with one another (within about 6 feet);
- Through respiratory droplets produced when an infected person coughs, sneezes or talks;
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs;
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms (asymptomatic).

Knowing these facts, Faith Preschool has implemented many new safety measures for families, children and teachers to follow so that we are an important part of reducing the spread and keeping everyone as healthy as possible.

Faith Preschool will always adhere to the most up-to-date CDC/ODJFS recommendations, and if those are updated after the release of this handbook, we reserve the right to abide by those new guidelines.

### HEALTH SCREENING

Children/Employees must perform daily symptom assessments, and employees/students **must stay home if symptomatic.**

#### **Symptoms:**

**Fever or chills - shortness of breath - sore throat - loss of taste or smell –  
nausea - vomiting - diarrhea - rash - muscle or body aches - feeling unwell - fatigue**

**Cough - headache - runny nose = in combination of the other symptoms children should stay home.**

### ARRIVAL OF CHILDREN

- Before arrival, please check your child for symptoms and fever of 100 degrees or higher. Do not bring your child to school if they have:
  - symptoms; listed above.
  - fever of 100 degrees or higher;
  - if you have been in close contact with someone who is sick or has confirmed COVID-19 in the past 14 days; and
  - traveled out of the country in the past 14 days.

- Should parents HAVE to enter the building, they will be required to wear a cloth face covering, and use the Hand hygiene station set up at the entrance of the facility.
- The designated staff member will assist the child with hand washing immediately upon entering the building.

## **PRACTICES DURING THE DAY**

### **Hand washing**

All children, staff and volunteers should engage in hand hygiene at the following times:

- Upon arrival for the day, after breaks and upon returning from outside;
- After toileting or assisting a child with toileting;
- After each pull-up change;
- After contact with bodily fluids or cleaning up spills or objects contaminated with bodily fluids;
- After cleaning or sanitizing or using any chemical products;
- After handling pets, pet cages or other pet objects that have come in contact with the pet;
- Before eating, serving or preparing food;
- Before and after performing first aid;
- When visibly soiled (must use soap and water);
- After water activities; and
- Prior to departure.

All staff and children must adhere to regular hand washing with soap and water for at least 20 seconds.

- Turn water on and wet hands, remove from water;
- Add soap to hands and create friction to make bubbles;
- Scrub for 20 seconds, sing Happy Birthday or ABC's;
- Rinse hands under running water;
- Dry hands with single use paper towels; and
- Turn off faucet with paper towels.

### **Alcohol-based sanitizers:**

- Use of an alcohol-based hand sanitizer on children should only be practiced when soap and water method is not available.
- If a child needs to use an alcohol-based sanitizer, an adult/staff member must be physically present to observe and guide the child in proper use.
- Staff may use alcohol-based hand sanitizers throughout the day, but soap and water is still the preferred method.
- Hand sanitizer needs to be kept out of the reach of children.
- Please **do not** send your child to school with sanitizer in or on their backpacks.

We want to ensure that the more sanitizing the better, and sometimes a pump of sanitizer is all you have time for in the quick hands-on environment of child care. The safety of our children is still the top priority, so if a quick pump of sanitizer will help you complete your task and bridge the gap until you can get to the sink for soap and water, we would prefer that over nothing at all.

The [Centers for Disease Control and Prevention](#) (CDC) recommends consumers use an alcohol-based hand sanitizer that contains at least 60 percent ethanol (also referred to as ethyl alcohol). Staff will make sure that sanitizer is CDC approved and not on the recall list.

### **ADDITIONAL RULES/BEST PRACTICES**

- Child care providers must immediately send home any child or employee who has a temperature of 100 degrees or higher. This individual may not return until they are fever free for 24 hours, without the use of fever-reducing medication. If the individual has had contact with someone confirmed or probable to have COVID-19, he or she must complete isolation or quarantine procedures in coordination with the local health department prior to returning to the program.
- Child care providers should wear gloves while serving food.

### **CONFIRMED CASES**

- Immediately isolate and seek medical care for any individual who develops symptoms while at the daycare facility.
- Shutdown rooms for deep sanitation, if possible.
- Child care providers should immediately notify the Department of Jobs and Family Services in writing of any confirmed cases of COVID-19 among the children or staff.
- Work with the local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notifications.
- Once testing is readily available, test all suspected infections or exposures.
- Following testing, contact the local health department to initiate appropriate care and tracing.

### **CENTER FAMILY/STAFF COMMUNICATION PLAN**

Communication has always been important for all center staff and families. As we navigate these times together, regular communication will continue through email, Facebook, the Bloomz App by the director/teacher, as well as face to face from teachers when appropriate.

## CLEANING/SANITIZING PROCEDURES

- Disinfect with an EPA-registered household disinfectant. These disinfectants meet EPA's criteria for use against COVID-19.
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

## TUITION/REDUCED WORK

If you are agreeing to attend Faith Preschool during the COVID-19 pandemic, tuition will be due each month by the 1<sup>st</sup> as usual, and can only be changed if given a 2-week notice of attendance change.

## PROTOCOL FOR ASSESSING EXPOSURE AND POTENTIAL RISK

Faith Preschool has adopted the following protocol for assessing exposure and potential risk within an individual:

**No risk:** Everyone is healthy and no signs are reported.

- No quarantine needed

**Low risk:** Indirect exposure (Exposure to a person who was exposed to a positive case).

- No Quarantine needed- closely monitor for symptoms

**Moderate Risk:** Exposed to a confirmed positive case or exposure to someone pending test results.

- Quarantine until test results come back negative OR 10 days from date contact was made with the individual who tested positive.

**High Risk:** Experiencing symptoms yourself.

- Quarantine 10 days from date of test and at least 48 hours fever free without the use of fever reducing medication.
- Masks required for children 3 and over as long as cough persists after confirmed positive case.

We hope to remain as transparent as possible with all of you regarding this pandemic and what lies ahead in our future.

## **COMMUNICABLE DISEASES AND ILLNESS**

1. **DO NOT SEND YOUR CHILD TO SCHOOL IF THE CHILD SHOWS THE FOLLOWING SIGNS OF ILLNESS:** Symptoms observed which require isolation and immediate discharge: A child with any of the following signs, or symptoms of illness shall be immediately discharged to their parent/guardian:
  - (a) Temperature of 100 degrees in combination with any other sign or symptom of illness.
  - (b) Diarrhea (3 or more abnormally loose stools within a 24 hour period).

- (c) Severe, continual, or constant coughing, causing the child to become red or blue in the face, or to make a whooping sound.
- (d) Difficult or rapid breathing.
- (e) Yellowish skin or eyes.
- (f) Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain
- (g) Untreated infected skin patches, unusual spots or rashes.
- (h) Unusually dark urine, or white or gray stool.
- (i) Stiff neck with elevated temperature.
- (j) Evidence of lice infestation, scabies, or other parasitic infestations.
- (k) Sore throat or difficulty on swallowing.
- (l) Vomiting more than 1 time, when accompanied by another symptom.

**2. IF A CHILD SHOWS ANY SIGNS OF ILLNESS/OR MILDLY ILL WHILE IN SCHOOL:**

- (a) The parents will be contacted and asked to take the child home. If the parent or guardian is unable to come, the child will be discharged to the next person designated on the form. The child will be isolated until they can be picked up. The child will be within the sight and hearing of an adult at all times. The child will be cared in another room, away from other children. The child will be provided with a cot if needed, and made comfortable. After use, the cot will be completely disinfected, and cleaned with appropriate germicide.
3. The communicable disease chart is posted on the door of the Janitor's closet in our main hallway. Parents will be sent a notification if their child has been exposed to any communicable disease.
4. A child may be re-admitted to school:
- (a) As soon as all signs of illness are gone.
  - (b) A doctor has examined the child and given permission for the child to return.
  - (c) The parents feel that the child's own health is not in danger.
  - (d) After the isolation period.
5. **NO MEDICATION/VITAMINS WILL BE ADMINISTERED AT SCHOOL AT ANY TIME, EXCEPT IN EMERGENCY SITUATIONS WITH WRITTEN INSTRUCTIONS FROM A DOCTOR:** If a child is on a special diet, we will be in compliance to the parent's instructions as to what the child can or cannot eat. (Because we do not serve meals, only snacks, we ask that if your child requires special food, you help to provide it for them). In case of an extreme emergency, the school will administer epi pens, inhalers, or seizure medications to a child, with permission from a doctor, or call poison control. A currently authorized American Red Cross instructor, Registered nurse, or Licensed Physician has trained the Preschool staff in communicable disease. The training includes the following:
- (a) Signs and symptoms of illness.
  - (b) Hand washing- to make sure their hands are free from germs by using soap and running water-drying hands with a single towel, upon all necessary occasions.
  - (c) Disinfecting furniture and toys periodically to insure freedom from germs.

6. Each staff member is required to have an examination by a licensed physician at the time of employment: stating they are free of any apparent communicable disease, including TB. If any staff members become ill, they are to stay home until all signs and symptoms are gone.

## **GUIDANCE AND MANAGEMENT**

We believe in discipline and structure in our classrooms. We do use "Time Out" only as a last resort. The child is set on a chair in the room for a few minutes depending on their age and the teacher lets the child know why they have to sit in "Time Out." The staff will recognize, encourage and praise children. They will be positive and constructive. They will use consistent and fair rules. They will communicate clearly their directions and expectations. They will assist the children with problem solving. They will encourage children to control their behavior and cooperate with others. They will help the children feel successful at tasks, and give options for other tasks if those chosen prove too difficult. They will notify children of a change in activity prior to, and allow for a comfortable transition. We will also protect the children from abuse and neglect. When the behavior is unacceptable, the staff will use developmentally appropriate techniques suitable to the child's age and circumstances. They will redirect the children to another activity, talk to the children about the situation, state alternatives, and use separation from the situation only as necessary. We speak to the children so that they understand what is unacceptable is the behavior, not the children themselves, or their feelings. The staff will communicate with the parents if so necessary. We will never use harsh language in any situation.

Discipline problems are at a minimum because our teachers are well trained and the number one requisite is that each teacher understand and love children. A child does not intentionally and maliciously disobey one whom he loves. The policy of love and understanding by the teachers will give the child the boundaries he needs to feel secure and set the freedom he requires to become himself.

**Violent words and/or behavior will not be tolerated.** Parents will be notified if this is a concern or problem in the classroom.

If a child's behavior becomes a problem, the parents will be notified and the problem will be discussed and worked out with them. Childcare staff members assigned to supervise a child or group of children shall be responsible for their guidance and management. Specifications of the Guidance and Management Rule 5101:2-12-22 applies to all employees of Faith Preschool.

**\*The teachers will use positive reinforcement techniques to encourage appropriate behavior.**



## **ATTIRE:**

Your child will be a very busy child during their day at school. Remember that each day your child will be given the opportunity to use paints, play doh, sand, and sometimes water; therefore, please do not dress him in good clothes, which may become soiled.

Children should wear clothing appropriate for preschool activities. Washable play clothes are best. Children should wear clothes easy for them to manipulate themselves. Tennis shoes are the best shoe for preschool play. Sandals/flip flops usually cause a problem on the playground. The children may get hurt when running because of the woodchips. Please send them in closed-toe shoes.

## **TEMPERATURES:**

Suitable weather is a minimum of 25-90 degrees Fahrenheit. We will not take the children outside to play unless the temperature is above 40 degrees. The children will not go outside to play if the temperature is 90 degrees or above.

The sidewalk is cleaned off and salted when needed. The children DO NOT go out in the snow. There is no need for snow boots. Please do not send your child to school in snowsuits; they are too hard for the children to manipulate.

During the winter, please dress the children warmly. We can always take off a sweater or sweatshirt if the child gets too warm. Dress the children in warm coats or sweaters in the fall and spring, to go outside to play.

**\*\*\*\*\*MARK ALL CLOTHING WITH YOUR CHILD'S NAME.**

Sometimes more than one child has the same color or similar coats, etc. It makes it easier for everyone. **Please put your child's name on the tag of their coat.**

## **RELEASE OF CHILDREN:**

A parent/guardian consent form is kept on file at the school. **For your child to be released to anyone, the names must be listed, (blue form).** Notify the school if anyone other than an authorized person is sent to pick up the child. **Be prepared to show your license if we do not recognize you and/or you do not have the child's assigned number.**

List the name of anyone who is **NOT** allowed to pick up your child at the bottom of the form if there is a safety issue we need to be aware of. Please make the teacher/administrator aware of any potential problems.

**\*\* Anyone picking up your child must be 18 years old.**

## **ABSENT STUDENTS:**

Please call into the school office, 937-233-4771 or send a message on Bloomz to report your student absent for the day. We'd also like to know if they are ill and have been diagnosed with an illness.

## **TIME:**

**\*\*\*The doors of the school will NOT be opened before 9:15 for the morning class and 12:30 for the afternoon class.**

**School is over at 11:45 for the morning class & 3:00 for afternoon class.** Please be prompt when dropping off and picking up your child. If you must be more than 5 –10 minutes late, please call the school, or make arrangements to have someone else pick up your child. **The teachers' lunch period is between classes, so PLEASE BE PROMPT. The fee is \$1 every minute you are late after 15 minutes at the end of each session.**

## **DROP OFF AND PICK UP OF YOUR CHILD PROCEDURE:**

There is a set procedure for dropping off/picking up your child. **Please enter from Harshmanville Road. Four cars will drop off/pick up children at one time. **The first car will pull up to the orange cone, second car behind and the third car at the sidewalk entrance and the fourth car just behind.** It is imperative that you wait in line until all cars have unloaded or picked up its passengers. The teachers will dismiss all the children for those first 4 cars at one time. **DO NOT LEAVE until ALL 4 cars have the children safely in the car.** Exit using Chambersburg Road only. The line will proceed and the next set of children will be dismissed. If you are in a hurry, please park your car in the parking lot and walk over to the sidewalk. **After the LAST set of children are dismissed, the walkers will be dismissed.** We have the safety of each child in mind. Children running all over the parking lot becomes a safety hazard. No child will be allowed to leave the building until the parents have stopped in front of the school. The children are not allowed to walk from the parking lot alone. **Please make sure to HAVE YOUR NUMBER (distributed at Open House/Orientation) ready to display.** Once again, please try to be prompt when dropping off and picking up. **Please DO NOT pull around the car in front of you.** Wait patiently until they move. **If someone different is picking your child up from school, please call to inform us. If they will not have your number, they will have to come to the door and show I.D.** **\*Must be 18 years old to pick up a child.****

**\*\*\*Preschoolers must be in a car seat/booster seat upon arriving & departing the school. This is Ohio law. Keep children in their car seat until it is time to have them walk into the preschool.**

## **CUSTODY:**

If there is a custody issue involving your child, please inform the director. **If legal custody is given to only one parent, the preschool will need to have copies of the court agreement. If one parent is not permitted to pick up your child, we will also need copies of that court agreement.** Unless we have legal documentation saying you are the custodial parent, we cannot keep the non-custodial parent from coming to the school. **If a problem arises during school hours, the Huber Heights City Police will be called.**

## **PARENT PARTICIPATION POLICY**

The staff of the Preschool is available to meet with parents at any time. If you would like to talk directly with your child's teacher, please call the school between 9:00 a.m. and 9:15 a.m. **The school office hours are Monday-Friday 9:00 a.m.-3:15 p.m.** If parents need assistance with any problems or concerns, please contact the director.

### **FIELD TRIPS:**

On the day of the field trip there usually will be no preschool. Parents, children, and staff will all meet at the field trip destination at the time the field trip is scheduled. Parents will be responsible for only their child. Siblings are usually welcome to attend. The administrator or teacher will send home a form with each child to notify the cost, where, time, and to ask if you will be attending the field trip. If you are unable to attend and would like your child to go, the school will give you a list of parents' phone numbers in your child's class. You may call a parent and work out an arrangement with them. The staff is not responsible for the supervision of the children when on field trips, only the parents or caregiver are responsible.

### **WAYS PARENTS CAN HELP:**

Preschool experiences are not a substitute for the home or parents. Rather, they should complement the child's growth within the family. Thus, Faith Preschool welcomes a close relationship with our children's family so we can work together in your child's growth.

One parent-teacher conference is scheduled each year. If at any time a parent would need assistance with any problem or complaint related to the school, call the administrator for a conference. The matter will be taken to the Preschool Board for review if needed. The Board will then have a conference with the parent, the teacher, and the administrator.

Casual, reassuring attitudes from the parents and family go a long way towards helping a young child accept and benefit from the exciting adventure of preschool. Time taken to show an active interest in anything your child brings home and requests to "tell me about it" are so very important.

Parents should help their children participate in Show and Tell Days/special class days. At other times, children should not bring any toys, food, gum, etc. to school. Toy guns and knives are not permitted at school at any time.

## PARENT PARTICIPATION POLICY

### VISITING THE CLASSROOM:

**Parents may feel free to visit their child's class at any time.** There is no need to call for an appointment. The staff at Faith Preschool want families to feel welcome to visit. We greatly encourage parent involvement. However, we ask that when coming in to visit, that you talk with the teacher **before** the class begins.

### SUGGESTIONS FOR VOLUNTEERING:

1. Hang your coat up in the hall. Take your belongings to the room in which you are helping; you may put them in the closet, if you would like, so the children won't be able to get into them.
2. If there are two or more volunteers in the room, it is better to separate, so that conversation with each other is limited, giving more attention to the children. They will react better if you are on their level, sitting on a chair rather than standing.
3. Feel free to ask a teacher any questions concerning your child. Please ask questions when the teacher is free to talk. The teachers are to keep information about other children confidential at all times.
4. Report all injuries (even slight) to the teacher. Report to the teacher any situations of danger or concerns that you see.
5. Be natural with and enjoy the children, they can teach us a lot.
6. The teachers are here to teach, keep the children safe, and are here for the parents as well. It is important to us that you feel comfortable with your child's environment at the school. Please feel free to talk to us about any concerns.
7. The administrator or an office assistant will be available at your convenience. We are here to assist you in any way possible.
8. **Parent volunteers are not permitted to be alone with any child other than their own. A background check is required if volunteering 3 or more times in one month. The preschool cannot pay for the background checks but we can give you suggestions of businesses that do the background checks.**

## Daily Schedules

**\*Below are examples of a typical daily schedule. It is possible the teacher may need to adjust the schedule based on how the class learns best.**

**3-Year Olds Tues/Thurs A.M. or P.M.**

9:15- 9:50 or 12:30-1:15 **Children's Arrival/Free Play/Large Muscle Play/Outside**

9:50-10:10 or 1:15-1:35 **Circle Time**

10:10-10:25 or 1:35-1:45 **Bathroom**

10:25-10:35 or 1:45 – 1:55 **Story Time**

10:35 –10:50 or 1:55 – 2:15 **Snack**

10:50-11:30 or 2:50 – 3:00 **Art**

11:30-11:45 or 2:50- 3:00 **Departure**

**3/4-Year Olds - Monday/Wednesday/Friday A.M./P.M. Class**

9:15- 9:50 or 12:30-1:15 **Children's Arrival/Free Play/Large Muscle Play/Outside**

9:50-10:10 or 1:15-1:35 **Circle Time**

10:10-10:25 or 1:35-1:45 **Bathroom**

10:25-10:35 or 1:45-1:55 **Story Time**

10:35 –10:50 or 1:55-2:15 **Snack**

10:50-11:30 or 2:15-2:50 **Art**

11:30-11:45 or 2:50-3:00 **Departure**

**Kindergarten Readiness M-F A.M./PM Class Room 9 & M/W/F P.M. Class**

9:15-9:25 or 12:30-12:40 **Children's Arrival**

9:25-10:05 or 12:40-1:20 **Art**

10:05-10:15 or 1:20-1:30 **Bathroom**

10:15-10:35 or 1:30-1:50 **Group A Snack/Group B Circle Time**

10:35-10:55 or 1:50-2:10 **Group B Snack/Group A Circle Time**

10:55-11:35 or 2:10-2:50 **Free Play/Large Muscle Play/Outside**

11:35-11:45 or 2:50-3:00 **Departure**

## MEDICAL EMERGENCY PLAN

### A. EMERGENCY PLAN

1. **The location of the first aid kit:**
  - (a) **Top drawer of file cabinet in the hall.**
2. **Emergency Phone Numbers:**
  - (a) Emergency Squad.....911
  - (b) Fire Department.....911/233-2080
  - (c) Hospital (Children's).....641-3000
  - (d) Poison Control.....222-2227
  - (e) Police Department.....233-2080/233-1565
  - (f) M.C. Children Services.....276-6121/224-5437
  - (g) Children's Emergency Room.....641-3600
3. **Staff are trained to administer First Aid and CPR**
4. **Location of children's medical records:**
  - (a) Bottom of black shelf in Directors office in file boxes.
5. **Location of children's emergency forms:**
  - (a) Bottom of black shelf in Directors office in file boxes.
6. **Instructions in case of emergency:**
  - (a) Teacher's aide/Director is to remove the child from the group (If child can be moved, if not, class will be moved).
  - (b) Administer first aid to the child.
  - (c) Notify emergency squad.
  - (d) Notify parents.
  - (e) The child will remain under the supervision of the teacher's aide/Director until the parents are present.

NOTE: If Administrator is available, she will make all calls.
7. **Instructions in case of illness;**
  - (a) Teacher's aide/Director is to remove child from class.
  - (b) Notify parents to come and take child home. If parents cannot be reached, the 2<sup>nd</sup> person on emergency form will be contacted.
  - (c) Teacher's aide/Director will stay with the child until the parent or 2<sup>nd</sup> person arrives. (Or with the administrator or office assistant).

### B. EMERGENCY PLAN FOR SERVICES.

1. **In case a child needs medical assistance:**
  - (a) All information given on consent form will be attempted first.
  - (b) Emergency squad will be contacted and the child will be transported to Children's Medical Center or the listed hospital, with a Teacher assistant or Administrator.

**NOTE:** Unless parents are present to take full responsibility for taking the child to the hospital or physician.

  - (c) The preschool staff **will not** transport any child in their vehicle, in case of an emergency.
2. **Administrator: can be reached at school 937-233-4771.**

**Administrator/Office Assistant hours of availability- Monday–Friday 9:00-3:00 pm.**

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.

**ACCEPTANCE OF NEW PROCEDURES FOR  
CHILDREN/FAMILIES/STAFF OF FAITH PRESCHOOL**

Anyone who is using the center must read, sign, agree and follow the policy and procedures in order to be participating in Faith Preschool's programs.

I have read and fully understand Faith Preschool's policies and procedures for COVID-19. I also understand that this document can be changed at any time with or without notice by the director or her designee, as new information or orders may be given.

I understand that the safety, health and the well-being of children, families, and staff rely on my due diligence to keep myself and family following Social Distancing rules set by the Governor at any given time.

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Family/Staff Signature \_\_\_\_\_ Date \_\_\_\_\_